

We have received a draft copy of a new BOB Circular calling for reporting of information of electronic data processing equipment acquisition, inventory and utilization, and manpower and costs. It is not now known when the draft circular will be issued in final form or what the exact data requirements and submission date will be. Although this will represent a new and recurring requirement in addition to the Agency Five-Year ADP Plan, it appears that we can consolidate the efforts of preparing each by collecting that information we now need for the Five-Year Plan in the greater detail required by the BOB report. To enable you to collect most of this information in connection with the preparation of the Five-Year ADP Plan, following is a list of the types of specific information which the Circular will call for:

A. ADP Equipment Inventory as of January 31, 1967 (computer, card-punch, verifier, etc.)

1. On hand

- a. Manufacturer's name
- b. Type of equipment
- c. Model number
- d. Serial number
- e. Installation date (month and year) - date equipment installed and ready for use.

2. Projected equipment gain/loss during FY 1967 and FY 1968

- a. Planned installation date
- b. Planned release date (for equipment which will be released within five years)

3. Purchased equipment

- a. Date purchased or planned for purchase
- b. Purchase price - total price, rounded to nearest hundred, exclusive of or not reduced by any trade-in value received. Include the cost of any features installed on and purchased with the component or individual machine.
- c. Breakeven date - month and year in which purchase and maintenance costs would have been exceeded by rentals had they been paid. So indicate if equipment was available only on a purchase basis.
- d. Cumulative savings - total accrued savings rounded in thousands from breakeven date to January 31, 1967, that have been achieved as a result of purchasing rather than renting.

or savings may be based on an adjustment of this analysis to reflect current rental or maintenance prices.

4. Rented equipment
 - a. Total monthly rental - base rental plus average monthly extra-use rental and rental of all features installed on the individual machine or component.
 - b. Purchase cost - cost of purchasing the equipment as of January 31, 1967, reduced by any rental or age credits.
 - c. Monthly maintenance cost - cost for the individual machine and any features installed on it, including extra use maintenance rate.
5. Acquisition source - inter/intra-agency; equipment manufacturer; leasing company; built in-house; government-provided to non-government organization; provided to government without cost; other.
6. Disposition - inter/intra-agency; returned to manufacturer; returned to leasing company; exchange sale; placed in storage; donated; surplus sale; unknown to reporting unit.
7. Maintenance - by mfgr on call; by mfgr on contract; by government personnel; other on call; other on contract.
8. Computer central processing unit - internal memory size in thousands.

B. ADP Manpower and Costs for FY 1966 - 1968

All cost data will be rounded to the nearest thousand. Man-years and data will be provided for all personnel who, as their principal duty, are directly identified with data processing efforts.

1. Total man-years
2. Man-years by function
 - a. Systems analysis
 - b. Computer programming
 - c. Equipment maintenance
 - d. Key punch/verifier
 - e. Other equipment operation
3. Capital costs
 - a. Cost of all computers, including all supporting peripheral or

- off-line equipment, purchased.
- b. Cost of all punchcard equipment.
- c. Cost of other equipment which is unique to the support of data processing operations (e.g., tape files).
- d. Site preparation - cost of site construction, modification, or alteration for installing ADP equipment.

4. Operating Costs

- a. Salaries and Overtime - do not include government contributions to retirement fund, health plans, etc., in behalf of employees.
- b. Computer rental - including supporting peripheral or off-line equipment.
- c. Punch card equipment rental.
- d. Cost of magnetic tapes.
- e. Cost of in-house maintenance of purchased equipment.
- f. Supplies
- g. Contractual services cost
 - (1) Equipment time
 - (2) Card punching/verifying services
 - (3) Cost of systems analysis/design and programming services
 - (4) Cost of equipment maintenance.
 - (5) Cost of studies or advice on ADP acquisition, selection and use
 - (6) Other operating costs
 - (7) Total cost of ADP unit


This circular will ask for your Office equipment rental/purchase and services costs only: So mentioned above, most of this information is not called for in this depth of detail in the Office Five-Year ADP Plan, so please include only that detail called for in the Five-Year Plan, and retain the rest of the data for use in preparation of the prospective BOB report.

The report for the Bureau of the Budget will be submitted by the Agency in a form suitable for direct computer input. You will be supplied with forms to manually enter your Office's data on, and these forms will subsequently be key-punched. Since the data will be computer-processed, a unique numeric designator will be necessary for the identification of each ADP unit in your Office. Following are blocks of numbers for use in permanently identifying your Office's ADP units for purposes of this recurring report:

DDS	400 - 414
O/C	415 - 429
O/F	430 - 440
O/L	441 - 451

O/MS	452 - 462
O/P	463 - 477
O/S	478 - 488
O/T	489 - 499

You will be advised at such time as the BOB requirement is formally issued. Also attached please find a copy of a memorandum from IPS/PPB to the Directorate Information Processing Coordinator on the definition of "Projects" and Project Costing. It does not appear to conflict with the similar memo which we sent you recently.

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